

# Getting started with the Egencia® app Single Sign-On (SSO)

USER GUIDE | 2018


# Download

The Egencia® app is free and can be downloaded on your personal and company issued devices\*. Watch this short video to learn more about the app:

<https://www.youtube.com/watch?v=pje6J7oDieU&t=23s>

The app is available on iOS and Android, including smart watch.

Visit the App Store, iTunes or Google Play and simply search for “Egencia” or visit the Egencia booking website and request to receive a text with a link to download the app:

EGENCIA

BookTripsToolsFeedback

Marion Duzac Peter  
Expedia, Inc.

Trips

ActivePast

SELECT  
Traveler








First name and surname


mm/dd/yyyy

mm/dd/yyyy

SEARCH

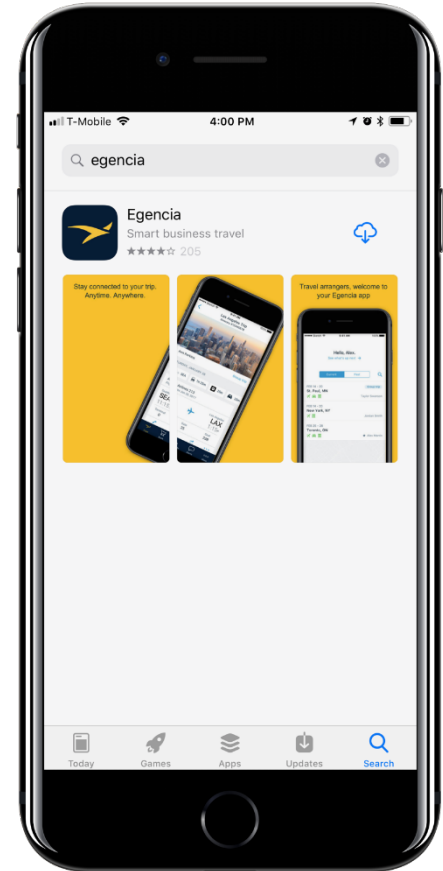
Searched for: Marion Duzac Peter (mduzacpeter@egencia.com) X

TRAVELERS	EGENCIA ITINERARY #	START-END	TRIP NAME	ITEMS	RECEIPTS
Marion Duzac Peter	24926811016	Dec 8, 2017 - Dec 18, 2017	(Group Trip) Paris, France		
Marion Duzac Peter	25238187897	Mar 11, 2018 - Mar 18, 2018	Paris, France		 
Marion Duzac Peter	25260129801	Mar 12, 2018 - Mar 18, 2018	(Group Trip) Paris, France		

Egencia Mobile App

Stay connected to your trip, anytime, anywhere. Download the FREE Egencia app today!

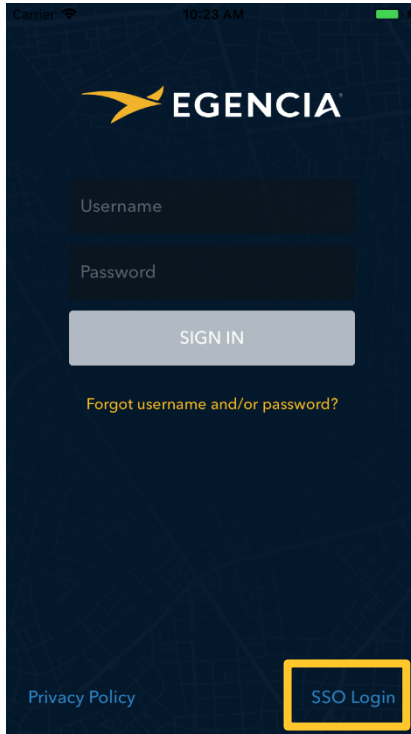
SEND LINK



*\*Please review your company policy regarding usage of personal devices.*

# SSO First Time Login

## 1. Select SSO Login



Carrier 10:23 AM

**EGENCIA**

Username

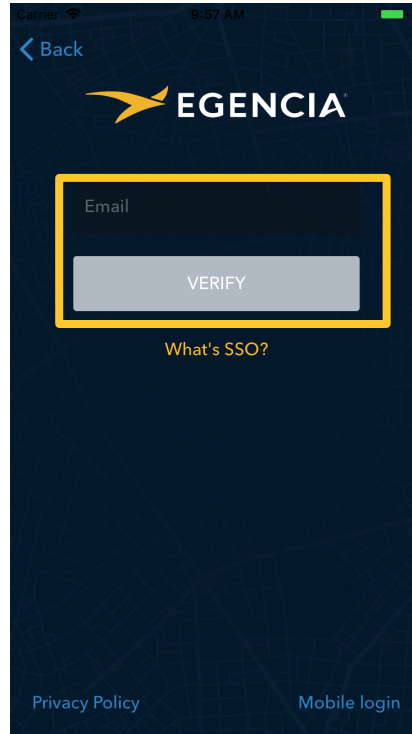
Password

SIGN IN

[Forgot username and/or password?](#)

[Privacy Policy](#) [SSO Login](#)

## 2. Input your work email address and tap "Verify"



Carrier 9:57 AM

[Back](#) **EGENCIA**

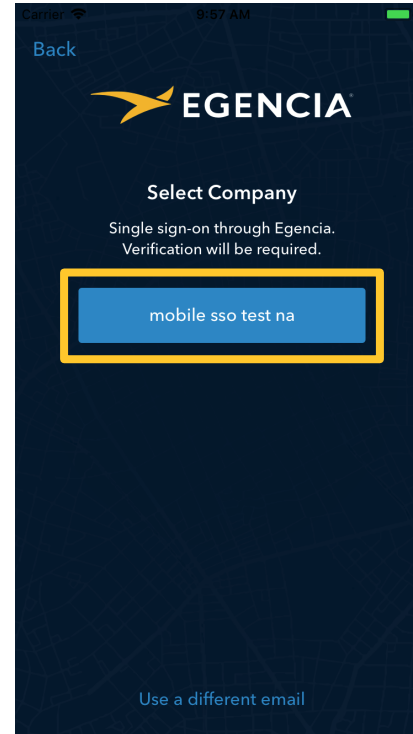
Email

VERIFY

[What's SSO?](#)

[Privacy Policy](#) [Mobile login](#)

## 3. Tap on your company name



Carrier 9:57 AM

[Back](#) **EGENCIA**

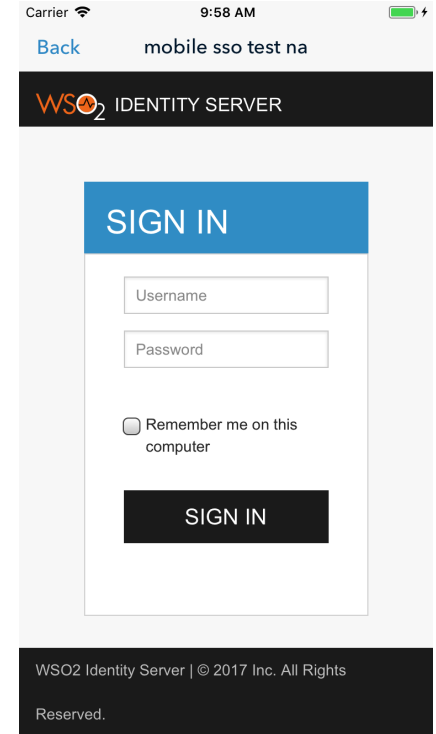
**Select Company**

Single sign-on through Egencia.  
Verification will be required.

[mobile sso test na](#)

[Use a different email](#)

## 4. Input your usual work credentials



Carrier 9:58 AM

[Back](#) **mobile sso test na**

**WSO2 IDENTITY SERVER**

**SIGN IN**

Username

Password

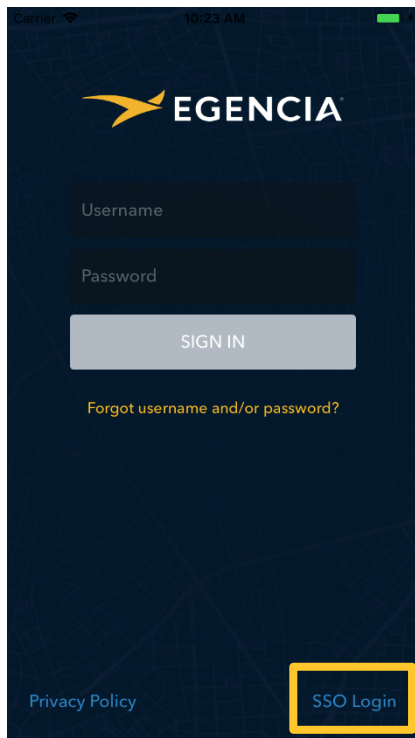
☐ Remember me on this computer

**SIGN IN**

WSO2 Identity Server | © 2017 Inc. All Rights Reserved.

# SSO Subsequent Logins

## 1. Select SSO Login



Carrier 10:23 AM

**EGENCIA**

Username

Password

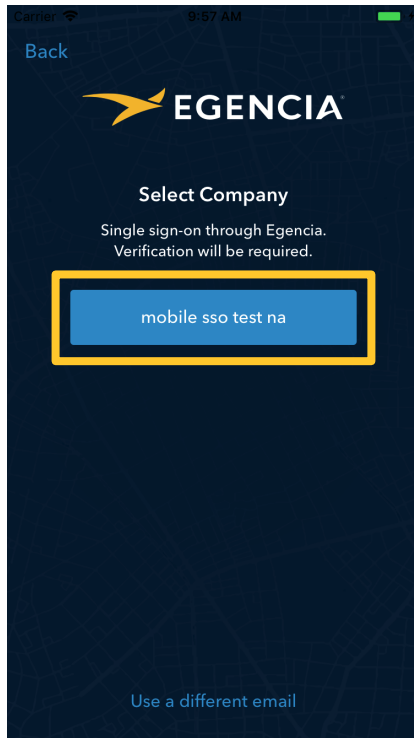
SIGN IN

Forgot username and/or password?

Privacy Policy

SSO Login

## 2. Tap on your company name



Carrier 9:57 AM

Back

**EGENCIA**

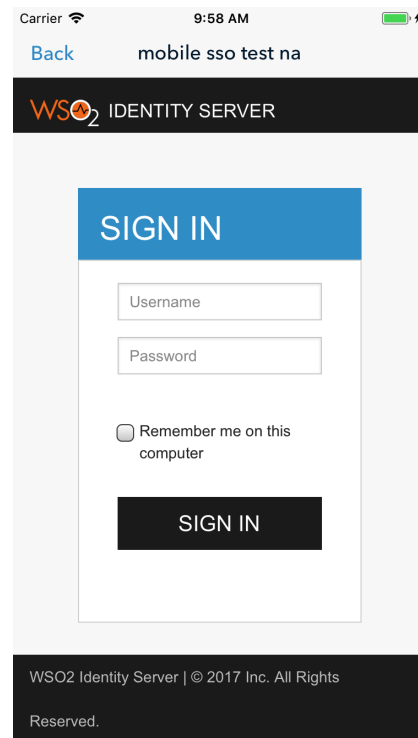
Select Company

Single sign-on through Egencia.  
Verification will be required.

mobile sso test na

Use a different email

## 3. Input your usual work credentials



Carrier 9:58 AM

Back mobile sso test na

WSO<sub>2</sub> IDENTITY SERVER

SIGN IN

Username

Password

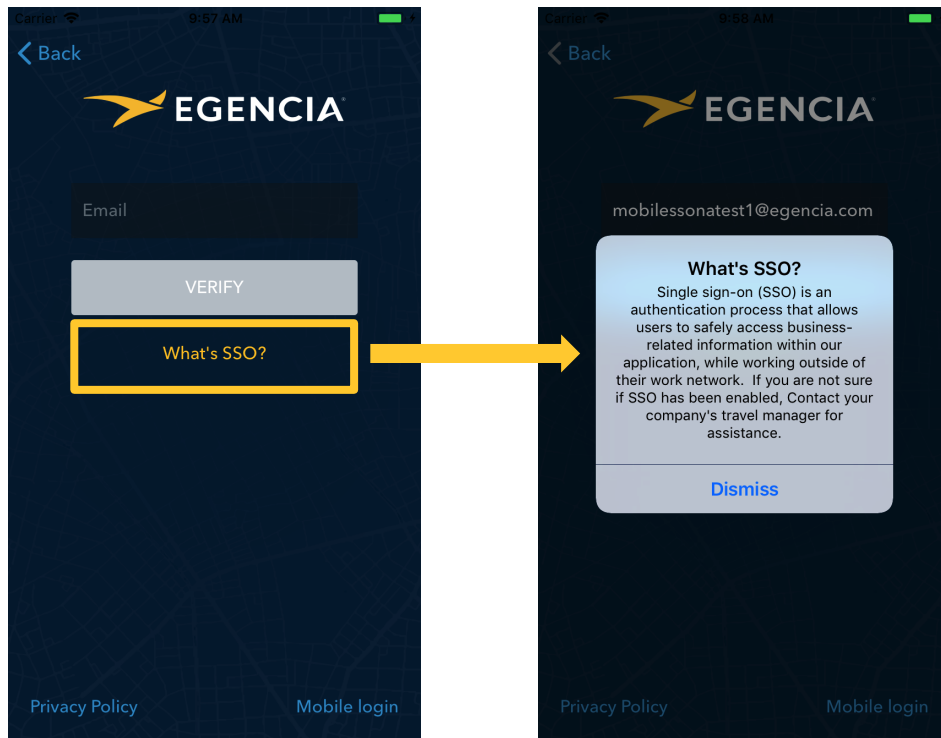
☐ Remember me on this computer

SIGN IN

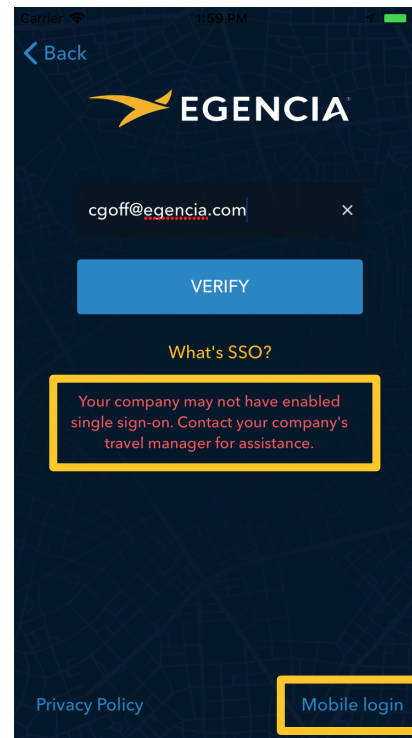
WSO2 Identity Server | © 2017 Inc. All Rights Reserved.

## Help: What's SSO?

Learn more about SSO by tapping on the “What's SSO? card

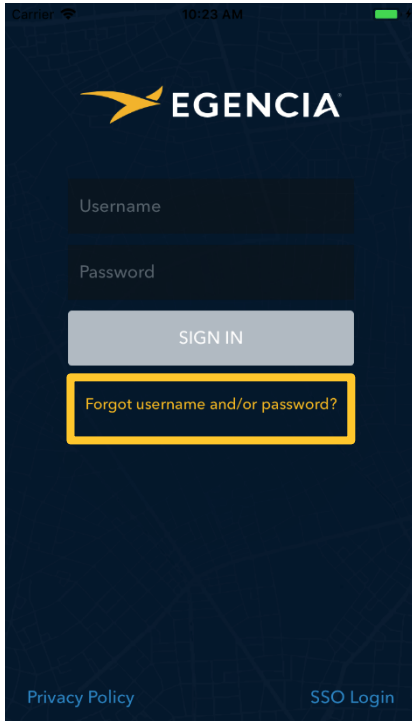


If your company has not enabled SSO, you will see this message. Tap on “Mobile login” to go back to the login page

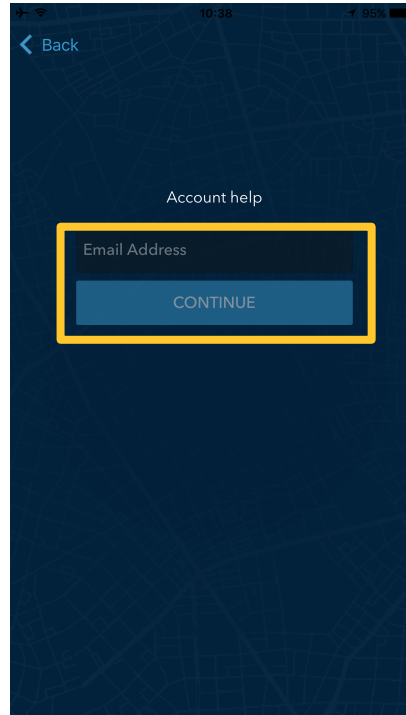


## Help: Forgot username and/or password

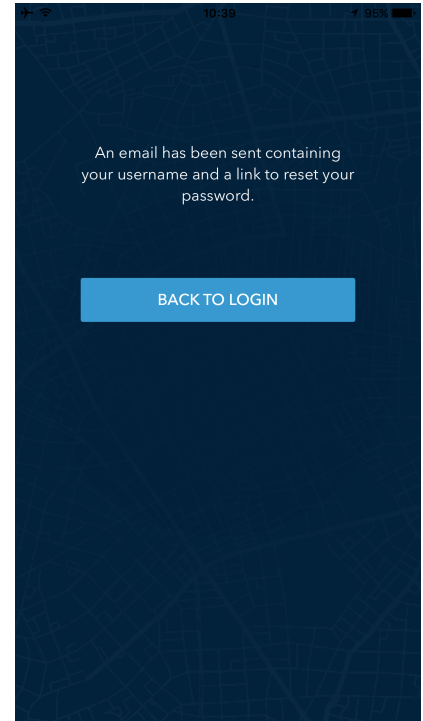
1. If you need help to login, tap the “Forgot username and/or password” card



2. Input work email address and tap “Continue”



3. Follow the instructions provided in the email



## FAQ

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### **Why do I have to enter my credentials each time I access the Egencia app?**

Your company is using Single Sign-On, which means you only need one set of credentials to access all your work related websites and apps. Those are the same credentials you will use to login to the Egencia app. For security reasons, Egencia cannot store those credentials. You need to enter them when accessing the app.

### **I used to login with a username and password. Can I still use those credentials to access the Egencia app?**

Yes, you can still login using your usual username and password. However, your company may request that you use the SSO login process to be compliant with their security protocol.